



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## **SKILLS & EMPLOYMENT COMMITTEE WORK PROGRAMME 2024-25**

### **Notes**

Committee dates shown in bold are confirmed.  
Committee dates shown in italics are TBC.

The definition of a key decision is set out in the Combined Authorities Constitution in Chapter 6 – Transparency Rules, Forward Plan and Key Decisions, Point 11  
<http://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/CPCA-Constitution-.pdf>

**Standing agenda items (shaded blue) are considered at each Committee meeting:**

1. **Minutes of previous meeting and Action Log**
2. **Director's Highlight Report**
3. **Agenda Plan**
4. **Budget and Performance Report**
5. **Employment and Skills Board Update (where it follows a meeting of the Board)**

Committee date	Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
<b>17/06/24</b>	Minutes & Action Log		Jo Morley	n/a		<b>09/06/24</b>
	AEB and FCFJ Commissioning, Funding Flexibilities and Allocations (2024-25)	To approve ITP allocations. To note change to grant funded allocations. To receive an update on commissioning plan. To receive funding rules and approve funding flexibilities for Academic Year 2024/25	Jaki Bradley			
	Measuring the Wider Impact of our Programmes	To note the work being done on developing a framework to capture and evidence the wider outcomes of learning which will inform our understanding of the impact of skills commissioned through the devolved Adult Education Budget.	Claire Paul			
	Employment & Skills Board Update		Melissa Gresswell			
	Budget & Performance Report		Bruna Mengatti			
	Agenda Plan		Jo Morley			
<b><u>29/07/24</u></b> <b><u>Additional meeting</u></b>	Minutes & Action Log		Jo Morley	n/a	n/a	<b>26/05/23</b>
	Universal Support Programme	Seeking delegations to receive grant funding and enter into contracts to deliver the Universal Support Programme	Laura Guymer Strategic Careers Hub Lead	Yes	Key Decision KD2024/025	

Committee date	Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
	FE Cold Spots Report	To receive phase one feasibility study from Grant Thornton	Jaki Bradley Head of Adult Education Budget			
	Good Work Charter	To note progress made on developing the Good Work Charter.	Laura Guymmer Strategic Careers Hub Lead			
	Agenda Plan		Jo Morley	n/a	n/a	
<b>09/09/24 Meeting Postponed</b>	Minutes & Action Log		Jo Morley Governance Manager	n/a	n/a	<b>30/08/24</b>
	Director's Highlight Report		Andrea Wood, Assistant Director, Skills			
	Mid-Year Performance Review	To receive a progress report on mid-term performance: funding and strategic focus	Andrea Wood, Assistant Director, Skills			
	Wider Outcomes Framework and Next Steps	To receive an update on the wider outcomes framework model.	Jaki Bradley Head of Adult Education Budget			
	FE Cold Spots	Verbal update on the work plan and next steps	Andrea Wood, Assistant Director, Skills			

Committee date	Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
	Wave 6 Bootcamp Intention	To update members about the opportunity and intent of the Wave 6 proposal	Laura Guymmer Strategic Careers Hub Lead			
	Budget & Performance Report		Bruna Mengatti Finance Manager	No	n/a	
	Agenda Plan		Jo Morley Governance Manager	n/a	n/a	
<b>21/10/24 Confirmed</b>	Minutes & Action Log		Jo Morley Governance Manager	n/a	n/a	<b>11/10/24</b>
	Director's Highlight Report		Andrea Wood, Assistant Director, Skills			
	Skills Bootcamps Update	To update members on the outcome of the recent procurement activity and share delivery plans for 2024/25	Nick Speroni Skills Partnership Manager	Yes	KD2024/051	
	Adult Skills Current & Future Commissioning	To update members on plans for future commissioning of Adult Skills including strategic priorities	Andrea Wood, Assistant Director, Skills	Yes	KD2024/061	
	Skills Brokerage and Future Skills Support for Business	To brief Members on plans for continuity of service beyond UKSPF funding	Alexis McLeod, Senior Programme Manager			
	FE Coldspots	To receive a presentation from Grant Thornton on the work plan and next steps.	Grant Thornton			

<b>Committee date</b>	<b>Agenda item</b>	<b>Report Purpose</b>	<b>Lead officer</b>	<b>Report to CA Board for decision</b>	<b>Reference if key decision</b>	<b>Agenda despatch date</b>
	In-Year Performance Review: Skills Funded Provision 2023-24	To note and comment on the update provided within the report	Andrea Wood, Assistant Director, Skills			
	Budget & Performance Report		Bruna Mengatti	No	n/a	
	Employment & Skills Board Update		Charlotte Horobin			
	Work Programme		Jo Morley Governance Manager	n/a	n/a	
<b>20/01/25</b>	Minutes & Action Log		Jo Morley	n/a		<b>Friday 5 January</b>
	Director's Highlight Report		Andrea Wood, Assistant Director, Skills			
	Draft Adult Skills Commissioning Strategy		Andrea Wood, Assistant Director, Skills	Yes		
	Wider Outcomes Framework		Jaki Bradley Head of Adult Education Budget			
	FE Cold Spots		Andrea Wood, Assistant Director, Skills	Yes		

<b>Committee date</b>	<b>Agenda item</b>	<b>Report Purpose</b>	<b>Lead officer</b>	<b>Report to CA Board for decision</b>	<b>Reference if key decision</b>	<b>Agenda despatch date</b>
	Youth Forum		Andrea Wood, Assistant Director, Skills			
	Work Programme		Jo Morley			
<i>24/02/25 Provisional Date</i>	Minutes & Action Log		Jo Morley	n/a		<b>Friday 23 January</b>
	Employment & Skills Board Update		Charlotte Horobin			
	Budget & Performance Report		Bruna Mengatti			
	Work Programme		Jo Morley			

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